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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Washington 25, D. C.

JUN 3 0 1950

Office of
Research Administrator

Staff Memorandum No. 1

Signature of Letters to Members of Congress
from Office of Administrator

There have been several recent instances in which letters to Members of Congress have been forwarded over the signature of research coordinators. These cases are quite understandable because they were in response to letters or telephone inquiries sent directly to the coordinators concerned. Nevertheless, there is always the possibility of confusion arising. For example, in one of the cases about the same time the coordinator was corresponding with a Member of Congress the Research Administrator was signing letters to individuals in the same area concerned with the same problem.

In the interest of the most effective handling of Congressional correspondence all letters to Members of the Senate and House of Representatives should be prepared for the signature of the Administrator even though they may be in response to inquiries received direct by other members of the staff.

P. H. Cardon

Administrator



